

POSITION DESCRIPTION

TREASURE COUNTY CONSERVATION DISTRICT

Position Description

Position: Coal Bed Methane Program Technician

Accountable to: Treasure County Conservation District and the Coal Bed Methane Protection Act Committee

Location: The position will be located in Terry, Montana. However the location of this position may be negotiable around SE Montana

Position Purpose: The CBM Committee, made up of Coalbed Methane impacted Conservation Districts was formed to provide leadership, assistance, consistency, and guidance for the wise use and conservation of the impacted natural resources within the boundaries of Montana's Conservation Districts. The Technician is an employee of Treasure CD and is assigned to provide technical services to the CBMPA Committee.

This position will conduct water sampling of both surface and ground water sources while maintaining a close working relationship with private land owners, water rights holders, and CBM Industry Representatives; and actively participates with the CBMPAC TAC Committee (CBM Technical Advisory Committee) and CD ART (Application Review Team) Committee. The Technician will prepare reports and other documentation of the Committees activities to confirm program goals and objectives are being met in an efficient and cost effective manner; provides for meetings and conferences with interested stakeholders, including local, state, and federal agencies, landowners, tribal representatives and other interested groups. Assists in coordinating the Committees activities with a variety of stakeholders. The Technician assists the CBMPA Committee with developing and implementing work plans; generates and disseminates correspondence, news releases, advertisements, and educational materials. This is a new position and may be responsible for other duties as assigned.

Supervision Received: The Technician is accountable to the CBMPA Committee and Treasure Conservation District for all activities and expenses. However, executing the duties described herein, the Technician will report through and coordinate with an appointed Committee Chair.

Clientele: Members of the CBMPA Committee, local, state, federal agencies, and tribal representatives; the general public and members of the academic community.

Principle Responsibilities, Tasks, and Performance Indicators: The general duties and responsibilities of the technician shall include but are not limited to the following:

1. Coordinate and facilitate surface and ground water monitoring efforts of the committee.
 - a. Performs surface and ground water monitoring as requested by private landowners, water right holders or the Committee.
 - b. Communicate and educate local landowners regarding the monitoring program of the committee.

- c. Facilitate development of monitoring parameters and plans with key technical staff of industry, resource agencies and Conservation Districts on CBM issues.
 - d. Initiate and compile field inventories of land resources, existing improvements and structures that could potentially be affected by CBM activities and cumulative flows.
 - e. Serve as a liaison and facilitate communications and dissemination of information between the Committee and local, state and federal agency representatives, landowners, tribal representatives, and industry representatives on CBM issues.
 - f. Review and evaluate discharge points to promote acceptable cumulative impacts to specific sites relating to CBM impacts.
2. Development of outreach and education materials, guidance and background materials and fact sheets, containing an overview of the impacts of CBM development. This is to be accomplished in several areas. Including but not limited to the following:
- a. Public, industry, state, and federal government participation plans.
 - b. Remedy/mitigate agreements.
 - c. Reclamation/restoration agreements.
 - d. Internal guidance related to balancing criteria for remedy evaluations, including risk reduction and cost considerations.
 - e. Evaluation and compilation of existing literature related to coal bed methane development.
 - f. Organize outreach workshops in conjunction with State and Federal Tech. Agencies to promote the Committees goals and objectives.
3. Formulate and document an evaluation process in cooperation with the Committee to confirm program goals and objectives are being met in an efficient and cost effective manner.
- a. Review quarterly completed and ongoing work plans, evaluate for timeliness, efficiency, and cost effectiveness.
 - b. Document and disseminate reports reflecting the statue review criteria to participating and requesting entities and Committee membership.
 - c. Maintain and store all Committee supplies and educational materials.

Nature & Scope (Knowledge, Abilities, and Skill):

Bachelors degree or equivalent combination of education and experience in environmental science, natural resources or related field. At least two years experience in an environment that required the ability to apply principles of public relations skills, interpretation and application of policy, rules and regulations, working with diverse clientele, managing project goals, and multiple study or investigations, and bringing complex problems to successful resolution. Must be able to work independently and with diverse groups, engage in conflict resolution as necessary and solve complex problems.

The individual employed in this capacity must possess excellent written and oral communication skills and a demonstrated ability to facilitate meetings. The individual must have excellent public relation skills and be experience with personal, office and project management. Must have experience in working with computers, various computer software programs, and ability to learn how to use electronic monitoring equipment. Extensive travel over dirt roads and on uneven surfaces; long hours and working outdoors may be required. Must be experienced in driving a 4-wheel drive on muddy or

off- roads and trails. Must be able utilize an All Terrain Vehicle (ATV) if necessary. Must be able to lift up to 50 pounds (equipment etc.)

Extensive day travel and occasional overnight travel required.

Desirable: Strong knowledge of natural resource management, and the role of Conservation Districts. Background in hydrology or water sampling would be desirable.

Compensation: Salary in the range of \$35,360-\$45,760/year depending on qualifications.

Benefits:

- Paid state holidays
- Vacation and sick leave

Supplemental Questions:

- 1: Please detail any experience that you have had water sampling; either ground water or surface water.**
- 2: Give a brief description of your experience working with the farm and ranch Community.**
- 3: The CBM Program Tech. will be given minimal Day to Day Supervision. Please explain how you as an employee will function, first with minimal Supervision and second, how you would be a 'self-starter' given this minimal supervision?**
- 4: Please explain any experience that you might have working with a Board or Council.**
- 5: This position may require a large percentage of time to be spent in the field; please explain any experience that you have operating a 4 wheel drive vehicle?**